

## Concessions & Exhibits Guide

### Welcome to the 2023 Minnesota State Fair!

This guide has been developed as a supplement to the Concessions & Exhibits Information Manual, which accompanied your 2023 license agreement. In preparation for the 2023 Minnesota State Fair, we urge you to carefully review the Concessions & Exhibits Information Manual and rules provided with your license agreement (found on the Exhibitor Portal and [mnstatefair.org](http://mnstatefair.org)), as well as this handy guide. It is important that you and your staff be familiar with all State Fair rules, policies and procedures.

You will be receiving two mirror tags in the mail within the next couple of weeks. Please refer to the **MIRROR TAGS** section in this guide for instructions regarding their use and entry information. These tags are not a gate admission pass, do not exempt the holder from admission or vehicle parking fees, and provide no special access, parking or privileges other than those indicated in this guide.

### MEET THE CONCESSIONS & EXHIBITS STAFF

Sales Director Pam Simon serves on the fair's senior executive staff and is responsible for overall department management, administration, operation and oversight, and is assisted by the following experienced staff:

- Bailey Anderson, merchandise supervisor, works in coordination with Pam Simon for merchandise vendor and exhibits coordination.
- Carol Camitsch (known as C.C.), manages the front desk of the Administration Building and answers the general State Fair phone number.
- Danielle Dullinger, food & beverage manager, is responsible for coordination and supervision of food and beverage concession operations, including beer and wine licensing and reconcilements, and the State Fair cup program.
- Jennifer Holmes, concessions office manager, handles day-to-day sales department administration, including registration and license processing, wholesale (distributor) and supply vehicle (parking) permits, purveyor and supplier relationships, and the department's fair-time building and area superintendents.
- Julie Samec, sales specialist, assists with department administrative duties and programs, including concession and exhibit insurance programs and maintenance & improvement permit processing.
- Melissa Varriano, sponsorship supervisor, is responsible for fair sponsorships and related activities, as well as touring promotional exhibit relationships and operations.
- Nikki Hines, Midway & attractions manager, is responsible for Mighty Midway, Kidway and ticketed attractions administration and operations.

### EVENTS TEAM:

- Emily Quam, events supervisor, in coordination with events specialists Jacob Bryant and Nick Juare, handle multiple non-fair administration and operation projects, and oversee group hospitality activities at Horton Pavilions at Heffron Park.

We look forward to having you with us and being of service to you at the 2023 Minnesota State Fair. If you have questions or need assistance, please contact us at 651-288-4456 or [sales@mnstatefair.org](mailto:sales@mnstatefair.org).

Reminder: You can do business with us online by using your email address and registering to set up your account on the exhibitor portal.

### GUEST SERVICE STANDARDS

The State Fair considers every one of its employees, exhibitors, concessionaires, contractors and volunteers to be members of its team. As a member of the team, we depend on you to help us meet our goal of providing quality service to our guests. Remember to treat our guests as you would like to be treated, and that sometimes the smallest gesture of kindness means the most.

We strive to create an environment that is:

- welcoming
- entertaining
- educational
- safe, clean and accessible

Our guests come first, and we show our commitment to them by:

- providing prompt, efficient, courteous customer service

- exceeding their expectations
- providing outstanding value
- treating them with dignity and respect

**COMMENTS/SUGGESTIONS/ FEEDBACK**

Feedback is welcome at Guest Relations in Visitors Plaza (1677 Dan Patch Ave.). Hours are 7:30 a.m. to 10:30 p.m. (9 p.m. Labor Day). Please direct guests to this office so we may provide a prompt response to their feedback. Guests may also email [guestservices@mnstatefair.org](mailto:guestservices@mnstatefair.org) year-round.

**ADMISSION**

Everyone entering the fairgrounds must present a valid admission ticket. All vehicles and people are subject to security measures to be searched and metal detectors.

**PRE-FAIR DISCOUNT GATE TICKETS**

Pre-fair discount gate admission tickets are available to licensed concessionaires and exhibitors only for \$14 each when ordered by mail or online via the link in your exhibitor portal. Payment for such tickets must be received by Aug. 10 for orders to be mailed or by Aug. 14 for orders to be picked up at the State Fair Ticket Office on the fairgrounds. Contact the ticket office for a mail order form.

Concessionaires & exhibitors only may also purchase pre-fair discount gate admission tickets over the counter for \$15 each at the State Fair Ticket Office at the Loop Gate (#9) on Como Avenue, Tuesday, Aug. 1, through Wednesday, Aug. 23. Tickets purchased over the counter are subject to limits. Please call 651-288-4467 for more information.

Concessionaires & exhibitors and their staff will need an admission ticket for each day they wish to enter the State Fair.

**Vendor Parking Vouchers:** Licensed exhibitors and concessionaires can purchase vendor parking vouchers for \$20 each. Parking is subject to availability. You will need a voucher for each day you wish to park in a State Fair parking lot. A parking voucher does not guarantee a parking space but does cover the cost of parking in a public State Fair lot if space is available. Vehicles with reserved supply vehicle permits will not be required to have vendor parking vouchers.

**Refunds:** Pre-fair discount gate admission tickets and vendor parking vouchers are non-refundable.

**Ticket Office Hours:**

- Monday–Friday, Aug. 1 through Aug. 19 . . . . . 11 a.m. to 6 p.m.
- Saturdays, Aug. 6 and Aug. 13 . . . . . 10 a.m. to 1 p.m.
- Saturday, Aug. 20 . . . . . 11 a.m. to 4 p.m.
- Sunday, Aug. 21 . . . . . 9 a.m. to noon
- Monday, Aug. 22 through Wednesday, Aug. 24 . . . . . 10 a.m. to 6 p.m.

Pre-fair discount Mighty Midway and Kidway ride and game fun cards are also available at the Ticket Office and Loop Gate as specified previously.

**READMISSION**

Guests may leave the fairgrounds through any gate and be readmitted the same day without additional charge by requesting a hand stamp when leaving. Readmittance must occur before 9 p.m. (7 p.m. on Labor Day) on the day the hand stamp is issued and guests will need to pass through security upon re-entry.

**PARKING**

Pre-fair discount gate admission tickets may not be used for vehicle parking. Licensed exhibitors and concessionaires may purchase vendor parking vouchers for \$20. Parking is subject to availability, and you will need a voucher for each day you wish to park in a State Fair public parking lot. (Note that vehicles with reserved supply vehicle permits will not be required to have vendor parking vouchers.) All parking is filled on a first-come basis. Parking for motorcycles is available in a lighted lot south of Como Avenue for \$15. Motorcycle parking in other State Fair lots is \$20.

**Parking Voucher**

When entering the fairgrounds before 8 a.m. to deliver products, you will be asked to provide an admission ticket for each person and for parking. If you plan to park your car in a fair-owned lot, you will receive a parking voucher to place on your

dashboard as evidence of payment. Vehicles without a visible parking receipt will be ticketed and towed.

### **Free Park & Ride**

Free parking with free bus service to and from the fairgrounds is provided from the State Fair's extensive network of Park & Ride lots. Specific information on lot locations will be available at [mnstatefair.org/transportation/free-park-and-ride/](https://mnstatefair.org/transportation/free-park-and-ride/).

### **Free Bicycle Parking**

The Minnesota State Fair offers three secure bike corrals for your convenience. Bike parking is free, and all lots have attendants on duty from 6 a.m. to 11 p.m. (9 p.m. on Labor Day). Bike riders will be issued a claim check for bike pick-up. Bicycle parking lots are located at the Loop Gate #9, Hoyt-Snelling Gate #2 and the intersection of Buford and Randall Avenue (U of M St. Paul campus).

Motorized bikes with a license plate must park in the motorcycle lot (\$15 each) or in general parking on the fairgrounds (\$20).

## **DELIVERIES**

### **DELIVERIES BEFORE THE FAIR**

Licensees should advise those delivering their equipment, etc. to access the fairgrounds via Snelling Avenue (State Highway 51) to Hoyt Avenue; west on Hoyt Avenue into the fairgrounds and proceed straight ahead to the gate at Hoyt Avenue and Dan Elmer Way.

The State Fair cannot accept your deliveries. If you are having merchandise or equipment shipped for use at the State Fair, please have one of your employees at the fairgrounds to receive the delivery. If it is not possible for you or your representative to be here, have the cartage company hold your shipment(s) for you at its local office until you contact them with an exact location, date and time when you will be at the fairgrounds to take delivery.

### **SHIPPING INFORMATION**

To be sure your packages are delivered to you in a timely manner, reference the following shipping label examples:

#### **For Shipping to Inside a Building:**

Your Name Here  
C/O Minnesota State Fair

Ex: Grandstand Space 279

1265 Snelling Ave. N.  
St. Paul, MN 55108

#### **For Shipping to an Outside Area:**

Your Name Here  
C/O Minnesota State Fair

Ex: Underwood St.  
Blk 24 Lot 16-17  
1265 Snelling Ave. N.  
St. Paul, MN 55108

### **DELIVERIES DURING THE FAIR**

No motorized vehicles will be allowed to make on-grounds deliveries between 8 a.m. and 11 p.m. any day of the fair. On-grounds passage for deliveries will be allowed through any barricade before 8 a.m. and after

11 p.m. each day, except the South Underwood Street barricade is exit only. All vehicles must complete their deliveries and be off the streets and out of the barricaded areas by 8 a.m. On Labor Day, no vehicles will be allowed inside barricaded areas of the fairgrounds for teardown or removal until 11 p.m.

Entry for deliveries will be permitted as instructed on entry permit credentials. If you are delivering merchandise to your own concession or exhibit between 11 p.m. and 8 a.m., you must enter at the Transitway entry (west of the Canfield Gate #14) off Como Avenue, provide the appropriate admission ticket and show your vehicle mirror tag, provided by the fair, at the barricade. No deliveries by motorized vehicles will be allowed inside any exhibit building (including the International Bazaar or West End Market) at any time of day during the fair.

(Midway and Kidway licensees: Reference Appendix B of the 2023 Concessions & Exhibits Information Manual.)

## MIRROR TAGS

In the coming weeks, you will receive two vehicle credential tags (mirror tags) via U.S. postal mail. These credential tags will be used to expedite fairgrounds access for setup and teardown (with white side exposed) and during the fair (with colored side exposed). These tags should be hung from the inside rearview mirror of your vehicle windshield. Please refer to the tag for entry instructions via the Transitway. This tag is not a gate admission pass, does not exempt the holder from the applicable admission or on-grounds vehicle parking fees and provides no special access, parking or privileges other than those indicated and will still be subject to a security search upon entry.

## SETUP/MOVE-IN

We welcome and encourage early setup. All license holders with outdoor sites may bring their stands (including trailers), structures and equipment onto the grounds anytime beginning Aug. 7. Please contact the concessions & exhibits department to request setup at a day/time other than the following:

### Outdoors:

Beginning Aug. 7 . . . . . Monday-Friday: 8 a.m. to 10 p.m.

(The concessions & exhibits department must be provided with a key to your stand for inspection access purposes on the same date your stand is brought onto the fairgrounds.)

### Exhibit Buildings:

Monday, Aug. 21 and Tuesday Aug. 22 . . . . . 8 a.m. to 5 p.m.

Wednesday, Aug. 23 . . . . . 8 a.m. to 10 p.m.

Prior to assembling your display, please refer to our indoor booth guidelines (Appendix C in the 2023 Concessions & Exhibits Information Manual).

Vehicles may not be driven into State Fair exhibit buildings (including the International Bazaar or West End Market) without the prior written approval of the concessions & exhibits department.

## FORKLIFT

Forklift service (5,000 lb. capacity/20 ft. reach) is available through the operations department with 24 hours advance notice. To request this service, please call 651-288-4499. Forklift charge is \$90 per hour, including operator (minimum one-hour charge). Forklifts may not be rented without a State Fair operator. The fair cannot assume responsibility for damage or accidents involving the use of State Fair forklifts and personnel. Vendors assume responsibility for securing their load(s), as well as proper positioning and placement of the load on the forklift. To expedite forklift service, please have your license name and number, block number, site number, building and/or street address available when calling for this service. Failure to call and cancel your reservation or failure to be present at your appointment time may result in a charge to your account.

## HOURS OF OPERATION & STAFFING

All concessions, exhibits, attractions and display areas must be open, staffed and in full operation every day of the fair; minimum hours of operation are from 9 a.m. to 9 p.m. daily (8 p.m. Labor Day). Everything must be closed and shuttered from 11 p.m. to 7 a.m. unless otherwise authorized by the concessions & exhibits department.

All exhibit buildings and areas of the fairgrounds (including Machinery Hill) will be open from 9 a.m. to 9 p.m. daily (8 p.m. on Labor Day), except as noted below.

Adventure Park*	9 a.m. to 11 p.m. daily (Labor Day until 9 p.m.)
Food Building	8 a.m. to 9 p.m. daily (Labor Day until 8 p.m.)
Kidway *	9 a.m. to 10 p.m. (Labor Day until 8 p.m.)
Mighty Midway*	10 a.m. to 11 p.m. (Labor Day until 9 p.m.)
Pet Pavilions	8 a.m. to 8 p.m. daily

\* Daily closing times may vary. Ticket booths close 1/2 hour before rides and games close.

## SMOKING

For the comfort and safety of all, designated smoking areas have been established at convenient locations throughout the fairgrounds. Smoking (including the use of e-cigarettes and vape pens) is permitted only in these designated areas, State Fair

parking lots and the campground. Each designated smoking area consists of a bench and a receptacle to safely deposit spent cigarettes.

## CONCESSION INFORMATION PACKETS

You may pick up your concession information packet in the Administration Building (NEW LOCATION FOR 2023), located at 1292 Cosgrove St., upon your arrival for setup: **Monday, Aug. 21, Tuesday, Aug. 22 and Wednesday, Aug. 23, from 8 a.m. to 5 p.m.** (after 5 p.m. on Aug. 23, packets will be available in the Administration Building). Please note: Concession number signs will not be provided to vendors as in past year. We are no longer requiring each vendor to display their concession numbers.

## FOOD AND BEVERAGE CUPS

The Minnesota State Fair is the sole supplier of all food and beverage cups used on the State Fairgrounds. No cups of any kind other than those supplied by the Minnesota State Fair may be used on the fairgrounds.

Distribution of cups will take place from the warehouse in the Food Building Court (1299 Cooper St.), where cups may be picked up and paid for as you need them during the following hours:

### Cup Warehouse Hours:

Tuesday, Aug. 22 and Wednesday, Aug. 23 . . . . . 8 a.m. to 4 p.m.

Fair time (Aug. 24–Sept. 4) . . . . . 7 a.m. to 4 p.m.

Unopened cases of cups may be returned to the cup warehouse for a credit from 8 a.m. to 2 p.m. on Tuesday, Sept. 5.

For information regarding food and beverage cups during the period Aug. 24 through Sept. 4, contact the Cup Warehouse at 651-642-2471.

## ACCESSIBILITY

All concessionaires and exhibitors are required to comply with the Americans with Disabilities Act by making reasonable accommodations for all guests. If you or your guests have questions about accessibility at the fair, contact our accessibility department at 651-288-4448 or [accessibility@mnstatefair.org](mailto:accessibility@mnstatefair.org) year-round. During the fair, guests with questions about accessibility can also be directed to Guest Relations in Visitors Plaza.

## TAKEDOWN/MOVE-OUT (LABOR DAY)

Concessions, exhibits, displays and booths (indoors and outdoors) must remain fully operational and intact until 8 p.m. on Labor Day.

**Vehicles will not be allowed through any barricade for move-out before 11 p.m. on Labor Day.** Move-out may commence at 11 p.m. and will be permitted until midnight, at which time the grounds will close.

Move-out from exhibit buildings will be allowed to continue from 8 a.m. to 4 p.m. on Tuesday, Sept. 5. All personal property must be removed from exhibit buildings by 4 p.m. on Tuesday, Sept. 5.

Vehicles may not be driven into State Fair exhibit buildings (including the International Bazaar or West End Market) without the prior written approval of the concessions & exhibits department.

Any personal property situated outdoors must be removed from the fairgrounds by Monday, Sept. 11 (reference the Concessions & Exhibits Manual for exceptions). Note: The fairgrounds will only be open on a limited basis on Sept. 11; no staff or special services will be available.

Those who have permanent structures must turn off their electricity, gas and water before leaving the fairgrounds.

## ELECTRICAL REQUIREMENTS

The concessions & exhibits department must be provided with a key to all concession stands of any type, including trailers, for inspection access purposes on the same date they are brought onto the fairgrounds. Please be aware of the following requirements:

1. All electrical work and wiring must meet the standards and requirements of the National Electric Code and State of Minnesota.
2. Temporary or portable electrical wiring, including light fixtures and lamp holders, installed inside of tents and concessions, must be securely installed and, where subject to physical damage, must be provided with mechanical protection. If overhead lighting, wiring and equipment cannot be protected solely by relative location (not less than 10

- feet above the ground or platform) and such wiring and equipment is subject to physical damage, mechanical protection shall be required for such electrical wiring.
3. All light fixtures and lamp holders for general illumination that are subject to physical damage must be protected from accidental breakage by a suitable fixture or lamp holder with a guard.
  4. All 125 volt, single phase, 15 and 20 amp receptacle outlets (two-pole, three-wire, grounding-type straight-blade devices) that are in use by personnel shall have listed ground-fault circuit-interrupter protection. The ground-fault circuit-interrupter shall be permitted to be an integral part of the attachment plug or located within 12 inches of the attachment plug in the power-supply cord. Listed cord sets with ground-fault circuit-interrupter protection incorporated shall be permitted.
  5. Where flexible cords or cables are used, they must be listed for extra-hard usage, wet location and be sunlight-resistant.
  6. If approved for use, extension cords must be at least 12-gauge, three-wire, flexible cords designed for heavy-duty use. No lightweight (two-wire) extension cords or 'zip' cords (18-gauge or smaller) may be used.
  7. Extension cords may not be used as a substitute for permanent electrical outlets. All permanent appliances must be supplied by an electrical outlet.
  8. Electric cords may not be run under rugs, through walls, stapled to wood frames, wrapped with any combustible material, used with cracked or checked insulation, placed around sharp corners or be allowed to become warm.
  9. Multiple outlet extension cords must be made of standard metal electrical boxes connected by heavy-duty 12-gauge, three-wire, flexible cords with approved cable connectors to a grounded (three-prong) plug. No "octopus" plugs or multi-plug adapters are permitted.
  10. Extension cords with splices are not permitted.
  11. Electrical connections should not be made through more than one extension cord.
  12. Plug strips and cord connectors used outdoors must not be laid directly on the ground and should be placed a minimum of six inches above the ground.
  13. Three-prong plugs or adapters must not be used with two-wire extension cords.
  14. Areas around electrical panels must be kept clear and unobstructed; 36" in front, 30" on sides and 78" in height. Only licensed electricians will be allowed to do any electrical wiring or work and must submit a Request for Electrical Inspection Permit, available from the Utility Office, along with appropriate fees, prior to doing any such work. Failure to submit such a permit request may result in a delay in your concession or exhibit being allowed to open.

State law prohibits unlicensed persons from doing any form of electrical wiring or work as part of concession and exhibit assembly, and all electrical work associated with concession and exhibit assembly must be undertaken in compliance with state electrical code. Unlicensed persons doing electrical work during concession and exhibit assembly will be issued a "stop work" order, must obtain a permit and have a licensed electrician complete such work.

It is suggested that if you have a "knock-down" or sectionalized concession unit, that you have the wiring done so that any wiring between booth sections and wiring to equipment is connected with heavy duty flexible cords and twist lock connectors, or with male and female connectors, after which the sections and equipment may be assembled by unlicensed persons.

If you have questions or would like additional information in this regard, you may contact the Minnesota State Fair's electrical inspector, Steve Kletschka, at 507-330-0886 between 7 a.m. and 5 p.m. (Monday through Friday).

## **GOPHER STATE ONE-CALL**

Gopher State One-Call is a statewide one-call notification system established by Minnesota law to inform all Minnesota underground utility operators of intended excavation. Minnesota State Statutes Chapter 216D requires anyone who engages in any type of excavation (i.e., digging, landscaping, planting, removal of shrubs or any ground materials, grading, leveling or pounding tent or guy wire stakes) to provide at least 48 hours advance notice, excluding weekends and holidays, to Gopher State One-Call. Please contact them at 651-454-0002 in the Twin Cities metro area or 800-252-1166.

If you need additional information or assistance in this regard, please contact Sean Casey, State Fair Director of Operations – Construction, at 651-288-4436.

## **FIRE REGULATIONS**

In accordance with requirements of Minnesota Statute 299F.011, the Life Safety Coordinator and fire code, compliance with the following measures is required:

1. Post the 911 emergency telephone number in plain sight in your concession or exhibit. With it, post your exact location on the fairgrounds to be passed on when making a fire call. All fires must be reported to the State Fair public safety department at 651-291-1111.
2. Each licensee must provide an approved 2A 10BC (5 lbs.) or larger fire extinguisher at their concession/exhibit site. Those using gas, cooking fuel or cooking equipment must have an additional 40BC fire extinguisher. All fire extinguishers must be mounted in plain sight in the concession or exhibit.

3. The use of an open flame is strictly prohibited in any exhibit building.
4. Licensees using gas on the fairgrounds must also comply with the following:
  - o All propane gas used on the Minnesota State Fairgrounds must be obtained from the State Fair-approved bottle/bulk propane gas company, Ferrellgas. Ferrellgas has staff and an office on the grounds (west of the International Bazaar off Underwood Street) to assist you.
  - o Gas-burning equipment should be American Gas Association approved and installed according to requirements of the Minnesota Uniform Fire Code and State Mechanical Code.
  - o In case of fire involving gas, fuel or a cooking stove, know the location of the shut-off valve for gas supplying fuel and immediately shut off the fuel at the tanks or source of supply. NOTE: In case of leakage, shut off the valve at the source and call the fair's designated/approved gas supplier. (Fuel shut-off valves must be accessible and located in plain view, within six feet of any gas-fired equipment.)
  - o Always keep gas cylinders upright.
  - o Gas cylinders must be secured so they cannot fall down, but may not be chained to a gas manifold.
  - o All tanks must have an excess flow valve.
  - o Limit use of rubber gas hose to the standard pigtail, about 12 inches in length and 350 psi test pressure for propane service.
  - o Do not remove or lock gas valve handles in an open position.
  - o Shut off gas supplies each evening at the source.
  - o Gas cylinders for cooking appliances must not be liquid discharge type (usually orange in color).
  - o Equipment with temperature controls should be checked and calibrated annually before the fair by a qualified gas contractor to be sure the controls operate properly.
  - o Gas-fired equipment should be clean, with no clogged pilot lights or burners. Gas-fired equipment, including hot water heaters, must have proper ventilation for operation.
  - o All vent pipes must meet requirements of the State Mechanical Code. Closer exposures may be permissible with proper shielding when inspected and approved by the fire marshal.
  - o Ferrellgas must connect and disconnect all gas-fired equipment. Concessionaires must not remove shut-off valves at the connection point.
  - o Ferrellgas may refuse to connect any gas appliance that is in poor condition or a possible fire hazard, such as dirty or inadequately vented equipment, and will notify the fire marshal.
  - o Post the fair's gas contractor telephone number in your concession: FERRELL GAS INC. 651-643-6065
5. Concessionaires are responsible for training all of their staff (in case of fire or gas leakage) to turn off the valve at the gas supply source.
6. Maintain good housekeeping at all times, especially around gas cylinders. Do not pile canvas, boxes, etc. on or around gas tanks.
7. Hot plates must have controls with high, medium and low positions, not just an on-off switch. Use of manually controlled hot oil cookers is prohibited. Thermostats are required on all hot oil fryers and cooking equipment.
8. Supports for cooking equipment, drapes, tents, hay, straw, artificial plantings or other decorations and flammable materials must be made of flame retardant materials or treated with flame retardant and accompanied by certification showing annual treatment by an approved applicator. Untreated combustible materials must be kept at least five feet away from stoves, hot surfaces and open flames.
9. Overnight sleeping in concessions and exhibits is prohibited without the prior written approval of the concessions & exhibits department and fire marshal. All proposed sleeping areas must meet all requirements of the Minnesota Uniform Fire Code.
10. Exhaust hood systems must be cleaned and maintained to prevent excessive grease accumulation and possible fire.
11. Licensees are responsible for seeing that all of their staff are aware of State Fair Fire Regulations.

## PERMANENT STRUCTURE SECURITY

In an effort to maintain a low level of vandalism, we recommend the following for those who have permanent structures on the fairgrounds:

1. Do not leave anything of value at the site that can be easily removed if a break-in should occur.
2. All windows should have shutters that are secured in place. Break-ins typically occur through windows.
3. Doors should fit tightly and be locked with deadbolt locks rather than hasp and padlock systems. Hasps are easily cut or pried open.
4. Overhead and sliding doors should be chained and locked from the inside of the structure.
5. Any opening in the structure should be fitted with a closure and sealed so that no entry may be gained.
6. Appearance is very important. All closures used must be compatible with structure appearance. Structures that are well maintained and appear to have good upkeep are usually left alone.
7. Check on your structure from time to time throughout the year. Report any break-in or attempted break-in to the Minnesota State Fair Police Department at 651-291-1111. It is important that we know of all such incidents.
8. If visiting your building during the off-season, make sure doors, windows and shutters are secure and, above all, be sure to turn lights off before leaving.

9. A set of keys for your building or structure must be given to the concessions & exhibits department for access to facilities in the event of emergency.

## DEPARTMENT OF REVENUE

The Minnesota Department of Revenue should be contacted regarding sales tax, employee income tax withholding and/or individual income tax filing as follows:

**Sales Tax:** Most sales made at the State Fair are subject to Minnesota sales tax (7.375%). To determine if your sales are taxable or for other general questions, contact the Sales Tax Helpline at 651-296-6181. To register for a sales tax identification number, please call 651-282-5225 or go to [www.taxes.state.mn.us/taxes/sales](http://www.taxes.state.mn.us/taxes/sales).

**Sales tax settlements may be made the day after the fair, Tuesday, Sept. 5, between the hours of 9 a.m. and 2 p.m. at the south-side window of the Libby Conference Center at 1311 Cosgrove St.**

**Employee Income Tax Withholding:** If you pay anyone to work for you at the fair, they are considered your employee and you are required to withhold Minnesota income tax from their wages. Questions regarding withholding should be directed to the Department of Revenue at 651-282-9999.

**Individual Income Tax Filing:** Whether you are a Minnesota resident or not, you may be required to file a Minnesota Individual Income Tax return related to your business income at the fair. Answers to questions and appropriate forms may be obtained from the Minnesota Department of Revenue at 651-296-3781.

## SPECIAL SERVICES

### STATE FAIR MARKETING DEPARTMENT

The fair's marketing & communications department promotes the State Fair as a whole, working closely with representatives of local and national media. You are encouraged to promote your business and maximize your 12 days at the fair using the marketing and promotional tools detailed on the "Current Licensed Participants" page of our website.

To access this information, visit [mnstatefair.org](http://mnstatefair.org); click on "participants" then "vendors & merchants." The "2023 Marketing & Promotions Info Packet for Vendors & Exhibitors" is available under "More Information."

[media@mnstatefair.org](mailto:media@mnstatefair.org) – for questions regarding promotions, creating a news release, generating story ideas, etc.

[ads@mnstatefair.org](mailto:ads@mnstatefair.org) – for questions regarding advertising

[socialmedia@mnstatefair.org](mailto:socialmedia@mnstatefair.org) – for questions regarding social media

[logos@mnstatefair.org](mailto:logos@mnstatefair.org) – for questions regarding State Fair logo and branding usage

### FIRST AID STATIONS

The State Fair provides walk-in medical assistance for injuries and ailments at two First Aid locations. Call 9-911 from a fair phone or 911 from a mobile phone for ambulance assistance or transport to either First Aid facility:

**FIRST AID WEST:** 1834 Dan Patch Ave., next to the Police Station

- Pre-fair-time hours:
  - Aug. 19-21, 8 a.m. to 4 p.m.
  - Aug. 22 & 23, 8 a.m. to 7 p.m.
- Fair-time hours:
  - Aug. 24-Sept. 4, 8 a.m. to 11:30 p.m. (10:30 p.m. on Labor Day)
- Post-fair hours:
  - Sept. 5, 8 a.m. to 4 p.m.

**FIRST AID EAST:** 1424 Cosgrove St. on the north end of the 4-H Building

- Fair-time hours:
  - Aug. 24-Sept. 4, 8 a.m. to 9 p.m. (8 p.m. on Labor Day)

### CAMPGROUND & CAMPING FACILITIES

The State Fair Campground is located at the northeast corner of the fairgrounds. There are a limited number of spaces available, and sites are made available to licensees by advance reservation only. A mileage restriction is in place for those wishing to camp. Concessionaires must reside outside a 50-mile radius from the fairgrounds to be eligible to stay.



Campground sites may not be used for non-residence purposes; i.e., storage vehicle parking, product preparation or assembly, reserved vehicle parking, etc. This facility opens at 7 a.m. on Friday, Aug. 18. Entry to the campground is off of Hoyt Avenue at Snelling Avenue. To learn more about the campground, visit the [campground page](#). For additional information, contact the campground office at [campgrounds@mnstatefair.org](mailto:campgrounds@mnstatefair.org) or 651-642-2379.

Concessionaires and exhibitors licensed by the fair (and their staff) may also use our vendor-only, overnight parking lot located on Cathlin Street just south of the fairgrounds off Como Avenue, adjacent to the Stella-Como Lot. The Cathlin Vendor Lot will be filled using a reservation system. There are no mileage restrictions with respect to distance from the fairgrounds, and vendors who secure a campsite in the campground on the north end of the fairgrounds will also be permitted to apply for additional space(s) in the Cathlin Vendor Lot. Please note: The Cathlin Vendor Lot has no electrical hook-ups, but generators will be permitted. There are no water, sewer or sanitary dump facilities. Only self-contained units are permitted to park in this lot. No tents or pets are allowed. Vendors and their staff staying in the Cathlin Vendor Lot will be able to use the amenities at the campground on the north end of the fairgrounds, including the showers, laundry and sanitary dump stations. Vendors wishing to make a reservation for the Cathlin Vendor Lot should contact [campgrounds@mnstatefair.org](mailto:campgrounds@mnstatefair.org) or 651-642-2379.

Concessionaires, exhibitors and those occupying recreational vehicles may not deposit any refuse or empty any gray water, fluid waste, water or other liquids onto the ground or into the streets, gutters or catch basins. Fluids (not grease and oil) and waste water must be discharged into approved sanitary sewer systems only. When sanitary sewer access is not available, holding tanks must be used until such waste can be properly discharged at an acceptable sanitary sewer access point. Grease and oil must be deposited in approved recycling containers.

Domestic animals and household pets (with the exception of guide or service dogs) are not allowed on the State Fairgrounds, in the campground or parking lots.

### **THE UPS STORE**

During the fair, the UPS Store will be open 11 a.m. to 5 p.m. Monday through Saturday in Visitors Plaza. The store will be closed Sundays and Labor Day. Services include: UPS shipping; U.S. Postal Service stamps, mail and shipping; postcards and greeting cards; packaging and mailing supplies, posters, office supplies and printing, copying, scanning and email service.

The store is connected to The UPS Store located at 2355 Fairview Ave., in Roseville. Please contact them at 651-635-0636 or by email at [store2158@theupsstore.com](mailto:store2158@theupsstore.com).

### **ARMORED DEPOSIT TRANSFER**

Loomis Armored will be available onsite each day of the fair to accept bank deposits and deliver them to your local bank. They can also provide deposit processing if requested. A package rate for this 12-day service has been established that includes bills of lading and 12 tamper-resistant deposit bags. Services must be established prior to start of the State Fair. Please call Scott Tofel at Loomis Armored, 414-462-9162, ext. 2527, for additional details on armored transport service during the fair.

### **BANKING**

Bremer Bank located in Visitors Plaza will serve concessionaires and Bremer clients during the following hours:

- Wednesday, Aug. 23 9 a.m. to 4 p.m.
- Thursday, Aug. 24-Monday, Sept. 4 7:30 a.m. to 4 p.m.

Banking services available include vendor coin and currency orders, deposit processing, check cashing for Bremer customers, a 24-hour ATM and night depository.

New account opening will be available for vendors on Aug. 23. Please contact Bremer Bank in Roseville at 651-288-3880 with questions.

\*Due to a national reduction in coin circulation, coin orders may be limited. Please plan accordingly.

### **POST OFFICE**

There are three locations near the Minnesota State Fairgrounds:

- 2000 W. County Rd. B2, Roseville, MN 55113
- 1430 Concordia Ave., St. Paul, MN 55104
- 2309 Como Ave., St. Paul, MN 55108

### **CONVENIENCE STORE**

A convenience store (Steichen's Grocery/Deli) is located in the Commissary Building, north of the Sheep & Poultry Barn. The store carries items including over-the-counter medications, infant supplies, snacks, beverages and grocery items.

**LOST & FOUND**

If you or a guest are looking for misplaced belongings, call 651-288-4555, email [lostandfound@mnstatefair.org](mailto:lostandfound@mnstatefair.org) or visit the Lost & Found office located on Dan Patch Avenue across from West End Market, 1842 Dan Patch Ave.; open at the following dates and times:

**During the fair** – Aug. 24 to Sept. 4: 8 a.m. to 11:30 p.m. (10 p.m. on Labor Day)

Items found between 11:30 p.m. and 8 a.m. during the fair should be turned in at the Police Station next door. Items can be turned in at any information booth, as well as designated locations in buildings throughout the grounds; a lost & found runner will bring these items to the Lost & Found office. For information on these locations, call 651-288-4555.

**After the fair, Lost & Found is open (in the Admin Too Building):**

Tuesday, Sept. 5 – Thursday, Sept. 7, 9 a.m. to 3 p.m.

Friday, Sept. 8, 9 a.m. to noon

Tuesday, Sept. 12 to Friday, Sept. 22, 8 a.m. and 4:30 p.m. Monday through Friday

Contact Lost & Found year-round at 651-288-4555 or [lostandfound@mnstatefair.org](mailto:lostandfound@mnstatefair.org).

**CARE & ASSISTANCE**

Care & Assistance is located across from West End Market at 1838 Dan Patch Ave. Hours are 8 a.m. to 10 p.m. (8 p.m. Labor Day). It is headquarters for people of any age who have become lost or separated from their group and has an area for nursing and infant care as well as wheelchair battery recharging. Phone number is 651-288-4556.

**2023 MINNESOTA STATE FAIR SUPPLIERS****ICE SERVICE**

Gopher State Ice Company is the fair's designated ice supplier and will supply all concessionaires and exhibitors in need of ice cubes and block ice.

Gopher State Ice Company will be open from 9 a.m. to 9 p.m. daily. Their main office is located west of the International Bazaar off Underwood Street, plus they have satellite facilities across the fairgrounds. You may call them during the fair at 651-643-6070. Before the fair, you may contact Paul Abdo (Gopher State Ice) at 612-382-0066.

**SUPPLY STORAGE**

Gopher State Ice Company also has a limited amount of freezer, refrigerated and dry storage space available with easy access and dock loading. You may reserve storage space by calling Larry or Paul Abdo at 612-382-0066 before the fair or 651-643-6070 during the fair.

**PROPANE GAS SERVICE**

Propane gas used for any purpose on the State Fairgrounds must be obtained from Ferrellgas Inc. You may call them at 651-438-2619.

During the fair, Ferrellgas has an office on the fairgrounds located west of the International Bazaar off Underwood Street. Contact them at 651-643-6065.

**DECORATING COMPANY**

FERN Exposition Services rents tables, chairs, carpet, counters, stools and drapes and provides other exhibit booth equipment and services. They operate an office on the fairgrounds from mid-August through Labor Day at their location in the Commissary Building, north of the Sheep & Poultry Barn. Call them on the fairgrounds at 651-643-6173, or contact their main office at 800-774-1251, ext. 1.

**PROMOTIONS****Opening Day • Thursday, Aug. 24**

All-day specials offered on Mighty Midway and Kidway rides & games.

Opportunity for vendors to offer Opening Day deals or discounts for all fair guests.\*

Discounted admission prices for all ages at the entrance gates:

- Adults (13-64): \$16
- Seniors (65+): \$13
- Kids (5-12): \$13
- Children (4 and under): Always free

### **Seniors Day • Monday, Aug. 28**

Early bird specials offered on Mighty Midway and Kidway rides & games until 1 p.m.

Opportunity for vendors to offer Seniors Day deals or discounts for all fair guests.\*

Discounted admission prices for seniors at the entrance gates:

- Seniors (65+): \$13

### **Military Appreciation Day • Tuesday, Aug. 29**

All-day specials offered on Mighty Midway and Kidway rides & games.

Opportunity for vendors to offer Military Appreciation Day deals or discounts for all fair guests.\*

Discounted admission prices at the entrance gates for active military, their spouses and kids; retired military and their spouses; and military veterans and their spouses:

- Adults (13-64): \$13
- Seniors (65+): \$13
- Kids (5-12): \$13
- Children (4 and under): Always free

### **Kids Day • Wednesday, Aug. 30**

All-day specials offered on Mighty Midway and Kidway rides & games.

Opportunity for vendors to offer Kids Day deals or discounts for all fair guests.\*

Discounted admission prices for kids at the entrance gates:

- Kids (5-12): \$13
- Children (4 and under): Always free

### **Seniors Day • Thursday, Aug. 31**

Early Bird Specials offered on Mighty Midway and Kidway rides & games until 1 p.m.

Opportunity for vendors to offer Seniors Day deals or discounts for all fair guests.\*

Discounted admission price for seniors at the entrance gates: Seniors (65+): \$13

### **Kids Day • Monday, Labor Day, Sept. 4**

All-day specials offered on Mighty Midway and Kidway rides & games.

Opportunity for vendors to offer Kids Day deals or discounts for all fair guests. \* Vendors may also fill out a separate form (available in August) to offer Last Chance deals on this day.

- Discounted admission prices for kids at the entrance gates: Kids (5-12): \$13
- Children (4 and under): Always free

\* Vendors offering an approved deal or discount will receive a sign to display in their booth that denotes their participation on special days. Approved deals will also be listed in the Deals, Drawings & Giveaways Guide (distributed free at all information booths and at [mnstatefair.org](http://mnstatefair.org)), if requested by the vendor on the appropriate promotion form (available in the Exhibitor Portal).

## **MIGHTY MIDWAY AND KIDWAY RIDE & GAME SPECIALS:**

### **All Day Mighty Midway and Kidway Specials**

Mighty Midway Hours: 10 a.m. to 11 p.m. (9 p.m. on Labor Day)\*

Kidway Hours: 9 a.m. – 10 p.m.\* (Labor Day until 8 p.m.)

Dates:

- Thursday, Aug. 24
- Tuesday, Aug. 29
- Wednesday, Aug. 30
- Monday, Sept. 4

\* Daily closing times may vary. Ticket booths close ½ hour before rides and games close.

**Early Bird Mighty Midway & Kidway Specials**

Mighty Midway Early Bird Hours: 10 a.m. to 1 p.m.

Kidway Early Bird Hours: 9 a.m. to 1 p.m.

Dates:

- Friday, Aug. 25
- Monday, Aug. 28
- Thursday, Aug. 31
- Friday, Sept. 1

**DEALS, DRAWINGS & GIVEAWAYS GUIDE**

This popular guide is available to the public all 12 days of the fair and lists prize drawings, giveaways, etc., along with lists of concessionaires participating in approved special promotions on Opening Day, Military Appreciation Day, Seniors Day, etc.

**Department Telephone Numbers**

Attractions Department . . . . .	651-288-4473
Concessions & Exhibits Department . . . . .	651-288-4456
Concessions & Exhibits Fax . . . . .	651-642-2440
Employment Center . . . . .	651-288-4475
<b>Emergencies (Fire, Police, Medical) . . . . .</b>	<b>911</b>
General Information . . . . .	651-288-4400
Guest Relations Office . . . . .	651-288-4459
Midway Office . . . . .	651-288-4491
Midway Fax . . . . .	651-288-4492
Operations, Sanitation & Facilities Department . . . . .	651-288-4499
Sponsorships and Touring Promotional Exhibits . . . . .	651-288-4306
Telephone Department Orders/Repairs . . . . .	651-288-4457
Ticket Office Info . . . . .	651-288-4427
Utility Office . . . . .	651-288-4445

# MINNESOTA STATE FAIR

Twelve Days of **FUN** Ending Labor Day

## Aug. 24 - Sept. 4, 2023



[DOWNLOAD MAP](#)

**Minnesota State Fair**

**1265 Snelling Avenue N.**

**St. Paul, MN 55108-3099**

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- [General Information and Services](#)
- [Appendix A – Food & Beverage Concession Guidelines](#)
- [Appendix B – Mighty Midway & Kidway Licensees](#)
- [Appendix C – Indoor Booth Guidelines](#)
- [Concessions & Exhibits Guide](#)

***All information is subject to change.***

Printed from [www.mnstatefair.org](http://www.mnstatefair.org). Check back for the most current information.